

EDITED TASK LISTING

CLASS: COOK SPECIALIST II, CF

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Prepare various food items for inmates/wards and staff in order to provide meals utilizing safe food practices, standardized menus and recipes, various specialized equipment and cooking utensils, etc. on an as needed basis.
2.	Supervise inmates/wards in the preparation of various food items for inmates/wards and staff in order to provide meals utilizing safe food practices, standardized menus and recipes, various specialized equipment and cooking utensils, etc. on an as needed basis.
3.	Cook various food items for inmates/wards and staff in order to provide meals utilizing safe food practices, standardized menus and recipes, various specialized equipment and cooking utensils, etc. on an as needed basis.
4.	Supervise inmates/wards in the cooking of various food items for inmates/wards and staff in order to provide meals utilizing safe food practices, standardized menus and recipes, various specialized equipment and cooking utensils, etc. on an as needed basis.
5.	Dispense/serve various food items in order to provide meals to inmates/wards and staff utilizing diet orders, safe food practices, standardized menus, various specialized equipment and cooking utensils, etc., on an as needed basis.
6.	Supervise inmates/wards in dispensing/serving various food items in order to provide meals utilizing diet orders, safe food practices, standardized menus, various specialized equipment and cooking utensils, etc., on an as needed basis.
7.	Clean and sanitize cooking utensils, equipment and work areas in order to keep the kitchen (e.g., dining room, storage room, bakery, meat cutting area, scullery area, food preparation area, etc.) sanitary and orderly, etc. utilizing cleaning supplies, following laws, rules and regulations (e.g., California Retail Food Code, etc.), etc. on an as needed basis.

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8.	Supervise inmates/wards in the cleaning and sanitizing of cooking utensils, equipment and work areas in order to keep the kitchen (e.g., dining room, storage room, bakery, meat cutting area, scullery area, food preparation area, etc.) sanitary and orderly, etc. utilizing cleaning supplies, following laws, rules and regulations (e.g., California Retail Food Code, etc.), etc. on an as needed basis.
9.	Weigh and measure ingredients for the preparation of meals in order to provide the correct amount needed in recipes, ensure quality control and consistency of product, etc. utilizing weighing and measuring devices, etc. on an as needed basis.
10.	Participate in training classes in order to improve work/job skills, etc., utilizing formal and informal training classes, etc. on an as needed basis.
11.	Train inmates/wards in the preparation, serving, cooking, etc. of food in order to improve cooking skills and have a trained workforce, etc., utilizing safe food practices, standardized menus and recipes, various specialized equipment and cooking utensils, effective communication skills, etc. on an as needed basis.
12.	Assigns work to inmates/wards in order to accomplish the kitchen's (e.g., dining room, storage room, bakery, meat cutting area, scullery area, food preparation area, etc.) day-to-day activities, etc. utilizing effective communication skills, basic supervision skills, etc. on a continual basis.
13.	Participates/recommends the inmates/wards corrective/discipline process in order to improve inmate/ward performance or address issues of substandard performance, maintain safety and security of the facility, etc. by utilizing CDCR forms, personal computers, effective communication skills, basic supervision skills, Disciplinary Decision Making System (DDMS), Departmental policies and procedures, etc. on a continual basis.

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14.	Inspect inmates/wards in order to ensure personal hygiene standards have been met, etc. utilizing effective communication skills, basic supervision skills, personal observation skills, laws, rules, and regulations (e.g., California Retail Food Code, etc.), on a daily basis.
15.	Prepare written documents (e.g., records, reports, etc.) in order to comply with Departmental policies and procedures, laws, rules and regulations (e.g., Federal School Breakfast and Lunch Program, etc.), etc. utilizing Departmental policies and procedures, laws, rules and regulations, etc. on a daily basis.
16.	Assumes the responsibility of the Correctional Supervising Cook/Baker II (CF) in their absence in order to accomplish the completion of the daily functions during urgent situations by organizing and directing inmates/wards and staff in resolving the critical issues, etc. utilizing effective communication skills, established policies and procedures, basic supervision skills, etc. on an as needed basis.
17.	Receive various supplies (e.g., food, cleaning, paper, etc.) in order to maintain a fresh and adequate supply of food and other items for inmates/wards and staff utilizing first-in-first-out rotation procedures, laws, rules and regulations (e.g., California Retail Food Code, etc.) etc., on an as needed basis.
18.	Store various supplies (e.g., food, cleaning, paper, etc.) in order to maintain a fresh and adequate supply of food and other items for inmates/wards and staff utilizing first-in-first-out rotation procedures, laws, rules and regulations (e.g., California Retail Food Code, etc.) etc., on an as needed basis.
19.	Rotate various supplies (e.g., food, cleaning, paper, etc.) in order to maintain a fresh and adequate supply of food and other items for inmates/wards and staff utilizing first-in-first-out rotation procedures, laws, rules and regulations (e.g., California Retail Food Code, etc.) etc., on an as needed basis.

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20.	Inspect various supplies (e.g., food, cleaning, paper, etc.) in order to ensure that supplies are within code, undamaged, non-infested, adequate storage temperature, etc. utilizing Departmental policies and procedures, laws, rules, regulations (e.g., California Retail Food Code, etc.) on an as needed basis.
21.	Inventory various supplies (e.g., food, cleaning, paper, etc.) in order to ensure accurate ordering amounts, etc. utilizing calculator, pencil, arithmetic, etc. on an as needed basis.
22.	Prepares modified diets according to written specifications for specific inmates/wards in order to provide appropriate nourishment, etc. utilizing medical orders, etc. as ordered by the attending physician, etc.
23.	Evaluate the work performance of the assigned inmates/wards in order to ensure the day-to-day activities are accomplished, etc. utilizing effective communication skills, basic supervision skills, Departmental policies and procedures, etc. on a continual basis.
24.	Follow menus in order to provide meals utilizing a standardized menu and recipes, personal knowledge and laws, rules, and regulations, etc., on an as needed basis.
25.	Requisition various supplies (e.g., food, cleaning, paper, etc.) in order to maintain a sufficient store of required items, etc. utilizing CDCR forms, standard practices, Departmental policies and procedures, etc. on an as needed basis.